



Job Classification Description

REGISTRAR/CCV
NON-BARGAINING UNIT

Grade 15

BASIC FUNCTION

To direct and manage student records development and academic management , and to direct and carry out a wide variety of institutional studies functions.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, monitor, and evaluate all of the specific functions and services of assigned areas of responsibility pertaining to student records, advising, institutional studies, and judicial hearings, including operating policies, procedures, processes, and systems. Develop and modify policies and systems in accordance with institutional needs and objectives, as well as external regulations.
 - Exercise full supervisory authority, directly and indirectly, over staff members.. Confer regularly with staff to plan and coordinate activities, assign and review work, resolve problems, and the like.
 - Plan, request and administer the department operating budget.
 - Carry out a variety of key planning tasks, typically involving planning pre-registration and registration processes, creation of the master schedule, catalog preparation, and modifying/enhancing automated systems, preparing enrollment projections and conducting various special studies, developing or modifying academic policies related to assigned areas of responsibility, analysis of classroom facility needs, and so forth.
 - Interpret and enforce a wide range of academic policies and regulations related to student registration and records.
 - Monitor all records collection, maintenance and distribution systems on a continuing basis; modify systems as appropriate to correct problems or improve system security and/or efficiency.
 - Supervise/carry out the scheduling of classrooms, preparation of final exam schedule, and related tasks.
 - Supervise/carry out transcript evaluations.
 - Supervise/conduct degree audits and verify degree candidates.
-
- Coordinate and direct the preparation and issuing of transcripts, grade reports, class rosters, directories, class schedules, exam schedules, the college catalog,

and so forth.

- Compile a variety of statistical information and prepare reports for outside organizations and government agencies.
- Direct and carry out a wide range of institutional research, involving the compiling and analysis of current, projected and historical data on student enrollment, demographics, academic preparedness, and retention. Prepare a wide variety of internal administrative/management reports, including policy and programmatic recommendations based on research findings.
- Confer regularly with the President, Academic Dean and other College personnel to plan, coordinate and evaluate policies/systems/activities, exchange information, interpret policies, investigate and resolve problems, and the like. Serve on the President's Staff and various College committees; convene Academic Status Committee. Confer with individual students to resolve a wide range of special problems.
- Serve as liaison with accrediting officials, professional organizations, and others outside the College on matters related to student records.
- Keep abreast of current developments in higher education relevant to assigned functions.

SUPERVISION RECEIVED

- General direction is received from the Academic Dean.

SUPERVISION EXERCISED

- Administrative and functional supervision, direct and indirect, of three to five staff members.

MINIMUM QUALIFICATIONS

Bachelor's degree in an appropriate discipline required (Masters degree preferred), plus four to six years of leadership experience in student records or equivalent areas of records management, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong interpersonal and communication skills.
- Proven competency in advanced database design and management.
- In-depth understanding of organizational and governance structures, and general academic policies and regulations in higher education institutions.
- Experience with academic institutional research.
- Ability to think creatively and analytically regarding system process and design.
- Ability to deal effectively with College faculty, students, administrators, and staff, as well as various outside organizations and agencies, in enforcing key College academic policies.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.